

Performance Management Key Dates & Procedural Steps for 2013-2014

November 1, 2013

New Standard Performance Management Cycle for 2013-2014 begins

- Agency strategic & operational goal(s) are communicated
- · Agencies complete IPP's for all employees
- Agencies begin IPP discussions with all employees

November 30, 2013

Individual Performance Plans (IPP's) are complete for all employees using all Performance Management compliance criteria

- Work outcomes support specific agency strategic or operational goal(s)
- Apply S.M.A.R.T. formula
- · Written at mid-range level of performance
- · Written in priority order in order of greatest importance
- · Reviewer approves the IPP
- · Rater conducts IPP discussion with employee

January 31, 2014

First Interim Review is due

- Rater observes employee performance relative to IPP
- Reviewer approves the first Interim Review
- Rater conducts first Interim Review discussion providing objective, constructive feedback relative to employee performance of the IPP

May 31, 2014

Second Interim Review is due

- Rater observes employee performance relative to IPP & Interim 1 feedback
- · Reviewer approves the second Interim Review
- Rater conducts second Interim Review discussion providing objective, constructive feedback relative to employee performance

September 30, 2014

Annual Review is due

- Agencies communicate optimal due date of September 15, 2014 to raters & reviewers to allow for timely administrative processing
- Rater observes employee performance relative to IPP and Interims 1 & 2 feedback
- Reviewer approves all Performance Management procedures
- Rater conducts Annual Review discussion & completes the process

October 1, 2014

2014 – 2015 Standard Performance Management Cycle begins